



PRODUCTION MEETING NOTES

Date: 9/18/15

Location: Greene Theatre

Time: 1:04pm – 1:26pm

GENERAL:

1. The following people were in attendance: S. Veloudos, D. Colfer, S. Rosenfield, D. Burmester, E. Pathman, J. Kemp, M. St. Amour, M. Rubinfeld, E. Cahill, M. Young, N. Lockhart, S. Pinkney, M. Harkins, R. Devereaux-Murray, D. Krasa, B. Choinski, R. Linker, C. O’Leary, J. Johnson, J. Keener, K. Cornelius, M. Williams, C. Blatz, A. Gailus, L. Corcuera
2. We did our first run through on Monday. There will be another run early this coming week – Stage Management will publish this in the rehearsal report. All are invited to come!
3. Spiro is going to start pulling back in rehearsals so that the actors don’t peak too early, but is very happy to be working with these actors and the talent they bring to the room. He is now looking at aspects of the show that can be dealt with before tech in order to make tech more productive. He wants to maximize the work that can be done in the minimal time of tech.

SCENIC:

1. The majority of the Spitfire flooring has been finished.
2. Materials for the US part of the set has been ordered.
3. Spiro is happy with the way the movement looks around the downstage tables.

PROPS:

1. Spiro asked again for the “Way-Ho” props. They will help the actors with their musical timing within the music of the piece.

Stump & Axe:

1. Spiro thanked props for getting the stump in.
2. He wants to work the axe kinks out before tech. Emily, Connor, Keith, and Production Management will find a time to schedule a training session with the actresses in the safety of the scene shop sometime early next week.
3. Connor reminded everyone that the Stump Axe is not yet here, and he would like a day to sharpen the axe before it is used by the actresses. Ron is going shopping early next week to an antique store to hopefully pick up the axe.
4. Please send Production Management the dimensions of the axe. Production Management will provide the locking mechanism and hamper for the axes.

COSTUMES:

1. Rachael has the Entrance/Exit plot with times for the costume changes. She will now work from this to figure out which costume pieces need to be quick-rigged.
2. Costumes has seen everyone except for Devin.
3. Starting next week, Rachael will upload more finalized photos in to the Dropbox of actors in more solidified costumes.



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4. Spiro clarified with Rachael that Shelby (Kathryn Kilger) will need a piece of clothing to take off and drape over Percy (Ava Maag). Rachael will look to find the right piece for the season and give it to stage management to help the actresses rehearse.
 5. Costumes notified us that the aprons are ready and can be picked up.
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LIGHTING:

1. Colin was absent, but Scott informed us that Lighting has made their budget!
 2. Scott suggested that it may be a good idea to do an “opera paper tech” with the lighting designer in order to help speed up the Level-Set/Shift Rehearsal. In this way Spiro and Colin can talk more specifically about the light cues to make sure both are on the same page. Spiro and Stage Management are happy to meet with Colin about it whenever Colin is ready.
 3. Nathan asked that Stage Management provide the MEs with a cue light plot so that the cue lights can be incorporated into Lighting’s load-in.
 4. Elizabeth requested that a cue light be placed at Sound’s station.
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SOUND:

1. The sound cues will be called via cue light.
 2. Elizabeth plans to stop by Sunday to match the actors’ hair color to the paint color for the mics as well as give Stage Management a rehearsal cue lab (Cue Lab 3).
 3. Elizabeth gave Stage Management the two names of the crew members she would like to be A2s. There is one male and one female.
 4. Spiro mentioned to Elizabeth that the full cast will be called around 1pm on Sunday.
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COMPANY MANAGEMENT:

1. Bios are due Friday, September 18th.
 2. Director’s Notes are due September 28th.
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PRODUCTION MANAGEMENT:

1. Thank you everyone for responding to Sabrina’s inquiry regarding load-in availability!
 2. Production Management will be providing a load-in schedule for next week’s production meeting.
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SCHEDULING:

1. Our next meeting is on **Friday, September 25th 1-2pm** in the **Semel Lobby**